

Sacramento Safety Committee Meeting Summary
Wednesday, January 8, 2003
1001 I Street, Conference Room 550 at 1:30 PM

Those who attended:

Ed Virgin, Katherine Akins, Cindy Castronovo, Suzanne Fallon, NancyJo Petterson and Cindy Francisco.

Review of Cal/OSHA Log 300:

The current Cal/OSHA Log 300 was distributed. Ten claims have been filed so far this year, one has been denied.

Review of 2002 Vehicle Accidents:

There have been seven recorded vehicle accidents as of December 31, 2002; one was a reported vandalism of a vehicle. Vandalism does not need to be reported to the Office of Risk and Insurance Management.

New Safety Officer:

Marie LaVergne, the newly appointed Administrative Services Division Chief, will be our new Safety Officer, effective January 21, 2003. Gayle Yost and Cindy Francisco will remain in their roles as Assistant Safety Officer and Safety Coordinator, respectively.

Distribution of Safety Meeting Ideas:

We discussed whether or not there was still a need to distribute the Monthly Safety Meeting Ideas via hard copy to each manager/supervisor or could we change to posting it on ARB Inside. The advantages of sending it out in hard copy is that it is a visual reminder to managers/supervisors to discuss safety issues with their staff and also provides them with the form to document their discussion. If it is posted on ARB Inside, there would be no written record that staff have read the information. Committee members stated that they would prefer that copies be still sent in hard copy. This will be discussed with the El Monte Safety Committee also at their next meeting.

Emergency Action Plan Drafts:

The revised Emergency Action Plan for the Headquarters building should be released soon. All other ARB building Emergency Action Plans were distributed in draft to the Emergency Action Coordinators. Comments are due to Cindy Francisco on January 30, 2003.

Facility Management Update (Applies to Headquarters Building only):

During the month of December some staff on the 5th and 6th floors were moved to consolidate staff within SSD and ED. All SSD employees are now located on the 6th floor.

Headquarters Building Fall Evacuation/Relocation Drill Information

We discussed the Fall Evacuation/Relocation Debriefing meetings. The draft document outlining evaluation is to be sent in hard copy to those who attended the meeting. If others would also like a copy, you may request one by contacting Cindy Francisco.

Other Items discussed:

We discussed the fold down chairs for the vestibule areas where persons with disabilities wait during drills in the Headquarters Building. Thomas Properties had reported that they could not find suitable chairs to meet this need. Committee members offered suggestions, which will be given to Thomas Properties.

Comments were made about the number of transients around the Headquarters Building in the evening. Reminders were given that the Security Guards and the Downtown Partnership are available to assist staff and walk them to their vehicles.

The next meeting is scheduled for Thursday, March 6 from 1:30-2:30 PM in Conference Room 550 in the Headquarters Building.